

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>		Sheet:	1 of 2
		Schedule #:	2000-0029-01
		Effective Date:	10/12/2000

(Agency use)

(Archives use)

Date Sent:

Date
Received:

Agency
Control No.: 4840700000

Agency Code: 0484

Control No.:

Applicant: Department of Transportation
Address: #2 Capitol Square, SW
Atlanta, GA 30334-1002

Phone: 404 656-6168
FAX: 404 656-0909
Email: martha.lamb@dot.state.ga.us

Creating Office: Office of Legal Services
Address: Office of Legal Services
#2 Capitol Square, SW
Atlanta, GA 30334-1002

Phone: 404 657-5808
FAX: 404 657-4781
Email: sandra.burgess@dot.state.ga.us

Administrator: Catina Tisdale
Office of Legal Services Secretary

Phone: 404 656-5275
FAX: 404 657-4781
Email: catina.tisdale@dot.state.ga.us

Application
Type: New

Class: Individual

Series Title: Civil Actions

Dates of
Series: 1992 and [ongoing]

Access: Closed

Function Documented: Correspondence and materials received by the Department involving correspondence from outside sources requesting information to be provided in accordance with the Federal and State Courts Law. Court cases recorded by case number, Subpoena's and Depositions recorded by court filing number.

Consists of: All correspondence, and material relating to request to produce received by the Office of Legal Services, the General Office Legal Service Assistant and the District Legal Services Assistants.

Media: Paper

Indexed by: Case or File Number

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Retention Requirement: Keep until final disposition of case plus one (1) year

State Law or Regulation: O.C.G.A. 50-21-26

Federal Law or Regulation:

Administrative Need: Must be maintained for 30 days after final disposition in case of an appeal being filed.

Cutoff Event: District Office

General Office:

Hold for 30 days after final disposition of case; then verify through the Attorney General's Office that no appeal has been filed. If no appeal has been filed then destroy. If appeal has been filed replace in the active file.

Total Retention: (30) days after final disposition

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: Sandra Burgess October 6, 2000
Sandra Burgess, Legal Services Date

Concur: Harold Linnenkohl 10-11-00
Harold Linnenkohl, Deputy Commissioner Date

Submitted by: Martha B Lamb 10-12-00
Martha B. Lamb, Records Management Officer Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: for Donald Scheue 11/6/00
Secretary of State Designee Date